

19 August 1974

MEMORANDUM FOR: DDM&S Advisory Group

SUBJECT: Minutes of Meeting, 15 August 1974

The following agenda items were discussed:

1. Pending Agenda Items

A. "Letter of Agreement vice 'Letter of Instruction':

The Group agreed, after some discussion of [REDACTED] paper that, since there appeared to be no strong feelings (feedback was reported to be 50/50) for or against changing the title, the subject would be dropped.

25X1A

ACTION: No further action

25X1A

B. Shower facilities for women: [REDACTED] reported that OP/BSD had approved use of shower facilities by women during early morning hours for the period 1 April through 1 October. When questioned about the limited period, the suggester allegedly was informed that "there was no requirement" for such facilities during the winter months, or words to that effect. The employee was not completely happy with this response but requested that, at the very least, the hours be more widely publicized than a note on the gym door.

25X1A

ACTION: [REDACTED] are to discuss further with the Chief/BSB and report at the next business meeting.

C. Parking: In response to an employee complaint concerning the designation of married couples as "car pools" and the resultant discrimination against single employees. [REDACTED] discussed this problem with [REDACTED] who promised an early response. At this meeting [REDACTED] advised that [REDACTED] had been on leave and he had not yet received a reply.

25X1A

25X1A

ACTION: Keep on agenda as "pending" item.

25X1A

D. Bulletin Board Display: The posting of the pictures and names of the various Agency and Directorate Advisory Groups, which was agreed to by Mr. Brownman, has dragged a bit because of difficulties obtaining pictures from some of the groups. [REDACTED] advised also that Mr. Blake preferred to have a group other than the M&S posted first.

25X1A

ACTION: An update of the status of this item will be prepared for discussion with Mr. Blake at our next meeting with him.

E. Training for jobs other than the employee's current one: Discussion among the group revealed that the problem appears to be not one of lack of available training but a lack of understanding by rank and file employees and their supervisors of the more liberal interpretation of sponsored outside training available.

25X1A

ACTION: [REDACTED] is to prepare a memorandum from DAG to the DDM&S recommending that the new laws and application of them be

MINUTES OF 15 AUGUST 1974 MEETING

2. New Agenda Business

A. Agenda for 22 August meeting with Mr. Blake: Since Mr. Blake asked for an update of our accomplishments since January, the Group agreed that this would be the main topic for discussion and that the agenda items would consist of the following:

- List of Pending Items
- List of Accomplishments
- List of Dropped Items
- DDM&S Image (see next item)

B. DDM&S Image: this long-discussed subject was discussed once again and a consensus reached that we should find out if Mr. Blake is as concerned about the "image" as was his predecessor before we pursue this item any further.

ACTION: Include on the agenda for 22 August meeting with Mr. Blake

C. Academic qualifications of Agency Professional and Clerical Positions: The discussion centered around the movement of females with college degrees in the DDO from clerical to professional positions without having to meet the CT standards applied to males. ACTION: [REDACTED] will prepare a paper which will be used as a basis for further discussion.

25X1A

D. MSAG file: It appears that the master MSAG file is in a state of little disarray. All agreed it should be straightened out and that minutes of the meetings be included in it. No one was assigned this task at this time.

25X1A 3. New business introduced

A. [REDACTED] mentioned a suggestion by an employee that a Bloodmobile be scheduled for Agency employees in Rosslyn. This would result in a considerable savings in time and probably would increase participation of employees in this area who must now drive or shuttle to Hqs. ACTION: The Group concluded that this idea belongs more appropriately in Agency Suggestion Award channels and that [REDACTED] should so inform the employee.

25X1A

25X1A

B. Orientation Program for Spouses of new EODs: [REDACTED] mentioned this item and all agreed it sounded like a good idea to pursue. ACTION: [REDACTED] is to prepare a draft memorandum on the subject.

25X1A

C. "Money Drop" or foreign currency turn-in: this is actually an old item which got lost in the shuffle. Further discussion revealed that there is a box located in CPB where travellers may deposit their excess foreign currency but only those travellers who process through CPB would be aware of it. ACTION: The Group agreed that it would suggest to [REDACTED] that this subject be covered in the "Did you know..." section of the official bulletin board which we had earlier suggested be established.

25X1A